



City of Junction City Development Review Application Checklist

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Junction City OR 97448
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A complete Development Review application packet must contain:

1. Application Fee

2. Copy of Current Deed and Preliminary Title Report

Produced within 30 days of ownership and listing encumbrances.

3. Copy of any Code, Covenants, or Restrictions

4. Map or Site Plan (see page 2 for details)

5. Building elevations, floor plan, drainage plan, or landscaping plan (as applicable)

6. ODOT Right-of-Way Approach Permit

When adjacent to State of Oregon transportation facility

7. Traffic Impact Analysis (TIA)

Required for development proposals which generate more than 400 Average Daily Vehicle Trips (ADT's)

8. Geotechnical Report

Prepared by a licensed engineer when development requires construction or improvements to public facilities

9. Any State or Federal permits required for development proposal

Wetlands—Department of State Lands

10. Burden of Proof

Written statement addressing the applicable review criteria (Chapter 17.160 of the Junction City Municipal Code)

11. Three (3) copies for Completeness Review by Staff

12. Once the application is deemed complete, Planning Staff will request additional copies of the Complete Application Submittal (approximately 13-25 sets depending upon review Type)

Note: A Complete Application Submittal consists of items 1-10 listed above and required information identified by staff.

Development Review Application Checklist

□ Map or Site Plan must:

- be drawn to legible scale with Vicinity Map
- have a North arrow and scale
- be dated with date map/plan was drawn.
- include the name and contact information of participating Land Owner, Engineer, Surveyor, &/or Landscape Architect.
- include names, locations, and dimensions of all existing features on the site, for example:
 - Utilities
 - Buildings
 - Curbs
 - Sidewalks
 - Driveways
 - Trees
 - Landscaping
 - Existing And Proposed Public and/or Private Easements
 - Wetlands
 - Riparian Areas
 - Impervious Surfaces
- include elevation contours developed by a surveyor:
 - 1-foot contour interval for slopes less than 5%
 - 2-foot contour interval for slopes between 5% and 10%
- show location(s) of existing and proposed public and private right-of-way including pedestrian, bicycle, and accessways as shown on the Transportation System Plan.
- show location of all zone classifications (see Section 17.05.050 of Junction City Municipal Code).
- show all proposed improvements on site (e.g. utilities, landscaping, off-street parking, driveways, trees, etc.)
- include typical construction cross-section of all proposed streets and impervious surfaces.
- indicate what features will remain and what will be removed.
- show building setbacks for all existing and proposed buildings on the property.
- include location(s) of proposed sewer lines, flood control, and easements for drainage land, including profiles of proposed drainage ways and flow direction.
- show the 100-year floodplain and floodway boundaries as specified in the latest adopted FEMA Flood Insurance Rate Maps (FIRM).
- include location(s) of areas subject to inundation of storm water over flow, and all areas covered by water.
- include location, width, and direction of flow of all watercourses.